

SECRET

July 30, 1947

MEMORANDUM FOR THE CHIEF, ICAPS
THE EXECUTIVE FOR ADMINISTRATION AND MANAGEMENT
THE ASSISTANT DIRECTOR, ORE
THE ASSISTANT DIRECTOR, OO
THE ASSISTANT DIRECTOR, OCD
THE CHIEF, INSPECTIONS AND SECURITY

SUBJECT: Implementation of ICAPS' Survey

1. The Director is pleased to inform the addressees that he has noted a material improvement in the efficiency and performance within their respective offices as well as an overall increase in cooperation between offices since the last survey.

2. The problem of space, personnel and facilities are recognized and all remedial steps possible are being taken.

3. Listed below are recommendations upon which it is desired that implementing action be taken. In those cases where joint responsibility is implied, the office mentioned first will take the necessary action.

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7. ASSISTANT DIRECTOR, OO.

a. Discontinue the "X" Wire Service of FALB and extend the "A" Wire Service one additional hour each day.

b. Take the necessary action to transfer those captured documents which have no technical, scientific or intelligence value to the Historical Divisions of the Army, Navy and Air Force Departments.

c. Take the necessary action to discontinue publication of accession lists and arrange for the publication of bibliographies by machine records.

d. Establish for the Documents Branch a program, including priorities, for the exploitation of documents in accordance with requirements as referred to in paragraph 8 e below.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

/s/ Walter C. Ford
WALTER C. FORD
Captain, USM
Executive Director

EXTRACTS FROM: MEMORANDUM FOR THE CHIEF, ICAPS
THE EXEC. FOR ADMIN. & MGT
ORE
(dated July 30/47) OO
OCD
INSP & SECURITY

Subject: Implementation of ICAPS' Survey

7. ASSISTANT DIRECTOR, OO.

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- b. Take the necessary action to transfer those captured documents which have no technical, scientific or intelligence value to the Historical Divisions of the Army, Navy and Air Force Departments
- c. Take the necessary action to discontinue publication of accession lists and arrange for the publication of bibliographies by machine records.
- d. Establish for the Documents Branch a program, including priorities, for the exploitation of documents in accordance with requirements as referred to in paragraph 8 a below.

8. ASSISTANT DIRECTOR, OCD.

- a. Establish an overall detailed statement of requirements by priority for guidance of the Documents Branch, OO. Such statement to include intra-area priorities for the exploitation of Basic Intelligence from documents and periodicals.